# Warrant Status By Agency Report

This Job Aid describes the steps involved in transaction code ZFFM_WARR_STATUS. This t-code is available if you have the **AP – Accounts Payable Reports & Display** Security role, which is also included in all other AP Security roles. To request access, please contact your agency's Security Contact.

This report provides the status of payments by agency and should be run **daily** to list the warrants and Paymode payments that were generated in the previous night's payment run. This report can also display Payroll warrants if the user is assigned the appropriate Security role (listed on page 2 in the **Payroll Checks** description).

1. Enter the transaction code **ZFFM_WARR_STATUS** into the command field –Press **Enter**
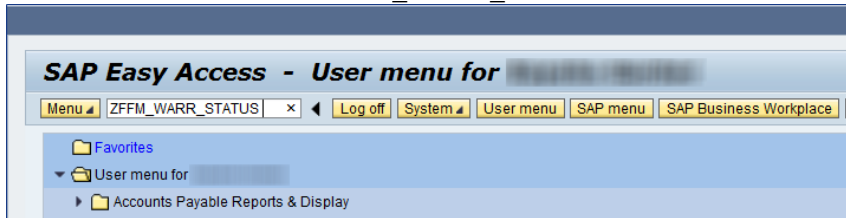
2. Enter the **Paying Company Code** and applicable Business Area and any other desired criteria (see below for more information about available fields and other selections available) and press **Execute.**

   NOTE: The **R/O/C** column in the table below represents Required, Optional, or Conditional entry.

Available Fields	R/O/C	Description
Paying Company Code	R	The Paying Company Code for the State of Mississippi is **SOMS**.
House Bank Account ID	O	The **House Bank** and **Account ID** fields can be used to filter for either warrants or Paymode payments (see below). If left blank, the report will include both warrants and Paymode payments. Paymode payments will display first and then warrants if left blank. | Field	Warrant	Paymode
House Bank	SMTR	PAYMD
Account ID	TREAS	PAYMD	
Business Area	R	Enter the four-digit Business Area (Agency Number in SAAS)
Fund	O	Use this field to filter by specific fund number
Bank Key	Leave Blank	Field not used for SOMS. Leave this field blank.
Bank Account	Leave Blank	Use to filter by a specific Bank Account number. Leave blank to see all.
Check Number	O	Use to look up a specific warrant by filling in the **Check Number** field.
Currency	Leave Blank	Leave blank, as USD is only currency recognized in MAGIC.
Amount	O	Use to filter by the payment amount
Additional Heading	O	Use to enter a text as an additional heading for the list output

Other Selections	R/O/C	Description
Payroll Checks (check box)	O	If the Payroll Checks checkbox is checked, the report will only show payroll warrants. This information is only available if the user has the Security role to view payroll information. The Security role **AP – Payroll Warrant Status Reporting** is required for authorization.
Warrants Report (Online) (radio button)	R	This is selected by default.
List of Outstanding Checks (checkbox)	O	Checking this checkbox will provide a list of warrants that have not been cashed by the recipient.
W/out line items (radio button)	O	If selected, only the first line of information is shown on the report.
With Line Items (radio button)	O	If selected, it provides additional details in a second line. This is selected by default.

The output of this report shows the warrantnumber, posting date, vendor name, amount, etc. Specific types of warrants are assigned certain warrant number ranges:

- Payroll/Travel Vendor warrants – 7XXXXXXXX
- Employee Payroll/Travel warrants – 8XXXXXXXX
- Employee Payroll/Travel EFTs – 3XXXXXXXX
- Payroll/Travel Vendor EFTsEFTs - 2XXXXXXXX
- Accounts Payable warrants - 1XXXXXXXX
- Accounts Payable EFTs (PayMode) - 30XXXXXX

Below is the report view **With Line Items** radio button selected:

Below is the report view **W/out Line Items** radio button selected:

Drill down by double clicking the Check Number to Display Check Information in either view:

| Menu ▲ | | ◄ | Back | Exit | Cancel | System ▲ | Details | Sort in Ascending Order | Sort in descending order | Set filter | Expand | Collapse | Local file... | Mail Recipient | Change layout... | Select layout... | Save layout... |

State of Mississippi   Check Register   08/24/2016 / 15:25:35
Jackson   User:
Company code SOMS   Page:

Bank   39205 JACKSON
Bank Key
Account Number

PayMode

⌂ Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code			Enca./void
Bus. Area Fund	DocumentNo	Itm Pstng Date	Crcy	Amount in FC	Disc. amount	Net amount	Account No MIR7_Reference	Legislative Budget Authority

The report information will be displayed here.

Display Check Information

| Menu ▲ | | ◄ | Back | Exit | Cancel | System ▲ | Check recipient | Check issuer... |

Paying company code   SOMS   Payment document no.

Bank details
House Bank	PAYMD	Bank Key	
Account ID	PAYMD	Bank Account	
Bank name	TRUSTMARK NATIONAL BANK		
City	39205 JACKSON		

Check information
Check number		Currency	USD
Payment date	07/08/2014	Amount paid	90.19
Check encashment	07/24/2014	Cash discount amount	0.00

Check recipient
Name	
City	ATLANTA
Payee's country	US
Regional code	GA

Drill down by double clicking the 2nd line in the **With Line Items** view to Display Document: Data Entry View.

The report information will be displayed here.

You can also **Export** the report as needed by clicking on **Menu➔List➔Export➔Local File**.

You can also sort in ascending and descending order as well as change the layout.

If needed, below are some additional helpful links in uPerform to assist with reporting:

Exporting Reports

Filtering Reports